

Medical Review Analyst (MRA) – Third Party Liability Unit, Medicaid Fraud Division

Description:

The Medicaid Fraud Division of the Office of the State Comptroller detects and uncovers misconduct, abuse and waste of funds expended by New Jersey's Medicaid program. The office also is responsible for the management of the Third Party Liability Services contract. Under the direction of a Supervising MRA, the MRA will work as a member of the Third Party Liability (TPL) unit to primarily review, analyze and evaluate surveillance reports. The MRA will also prepare reports and review and organize third party insurance data that is supplied by outside sources. The candidate will assist with the oversight of the TPL vendor invoicing process. The candidate will also identify available third party insurance coverage and update electronic resource files to ensure accuracy of the Medicaid and other third party insurance coverage.

Responsibilities:

- Receives and organizes third party insurance information for NJ Medicaid recipients from various data sources including hard copy data, Excel or electronic databases.
- Prepares written reports in both Microsoft Word and Excel related to various TPL data supplied to the unit from various sources.
- Assists Supervising MRA with oversight of outside agency contracts related to third party recoveries.
- Participates in meetings with and serves as a resource to outside agencies, including other state departments and Medicaid's fiscal agent.
- Responds to inquiries; interprets and explains State and Federal rules and regulations.
- Attends professional meetings and acts as representative of the Third Party Liability Unit.

Requirements:

- Graduation from an accredited college or university with a Bachelor's degree.
- Thorough knowledge of Microsoft Office Word and Excel.
- Three to five years of comprehensive experience in the evaluation and/or verification and eligibility determination of applications for financial or medical assistance benefits or other services or, in credit investigations.
- Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

Interested candidates should submit a cover letter, resume, and three references to:

Elissa Westbrook Smith, Esq.
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Office of the State Comptroller
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Trenton, NJ 08625
(609) 292-5431
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NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

New Jersey is an Equal Opportunity Employer